Return Mail Processed By:
PO Box 483
Chanhassen, MN 55317

Sample A. Sample
123 Anystreet
Anytown, US 12345-6789

Dear Sample A. Sample:

The privacy and confidentiality of our clients' personal information is of the utmost importance to Incorporating Services, Ltd. ("ISL"). Regrettably, we write to inform you of an incident related to some of your personal information provided to us in connection with our services.

On April 2, 2012, our internet hosting vendor informed us that one of our servers was compromised by a malware attack. We recently completed an extensive investigation of this incident in order to determine the scope of the attack and the individuals potentially affected.

Our investigation revealed the malicious software allowed an unauthorized party to access data stored on the server. In some instances, this data included the Social Security numbers of corporate officers, required to obtain an EIN for newly formed corporate entities. In this regard, your name and Social Security number were contained on the server. Additionally, some of the data pertained to credit card payments made to ISL, which included your name, address, telephone number, e-mail address, credit card number, credit card expiration date, and credit card security code.

To date, we are not aware of any misuse of your information or any other fraudulent activity related to this incident. However, we suggest you promptly contact your credit card company to have a new card issued and monitor your credit card statement for any inappropriate activity. Further, in an abundance of caution, we are providing you with a free one-year membership in Experian's ProtectMyID™ Elite. This product helps detect possible misuse of your personal information and provides you with identity protection services focused on immediate identification and resolution of identity theft.

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ProtectMyID is being provided at no cost to you, and enrolling in this program will not hurt your credit score. **For additional information and instructions on how to activate your complimentary one year membership in ProtectMyID from Experian, please see the last page of this letter.**

Whether or not you choose to use the complimentary identity protection service, we recommend you remain vigilant by reviewing your credit report and other financial statements for unauthorized activity. You should also report any suspected identity theft to local law enforcement, your state's Attorney General, and/or the Federal Trade Commission.

Additionally, you may obtain information from the following sources regarding free credit reports or placing fraud alerts and security freezes on your credit report or other steps you can take to help avoid identity theft:

Equifax: 800-685-1111 www.equifax.com P.O. Box 740241, Atlanta, GA 30374-0241
Experian: 888-397-3742 www.experian.com P.O. Box 9532, Allen, TX 75013
TransUnion: 800-888-4213 www.transunion.com 2 Baldwin Place, P. O. Box 2000, Chester, PA 19022
The Federal Trade Commission: 877-IDTHEFT (877-438-4338) http://www.ftc.gov/idtheft 600 Pennsylvania Ave., NW, Washington, DC 20580

For MD Residents, ONLY:	**For NC Residents, ONLY:**
Maryland Attorney General ATTN: Security Breach Notification 200 St. Paul Place Baltimore, MD 21202 410-576-6491 idtheft@oag.state.md.us	**North Carolina Attorney General** 9001 Mail Service Center Raleigh, NC 27699-9001 919-716-6400 http://www.ncdoj.com

We sincerely regret this incident occurred and are taking the necessary and appropriate steps to help prevent similar incidents in the future. In this regard, we have engaged a new internet hosting vendor, replaced the compromised server and implemented additional security measures for our systems. Further, we are in the process of revising our internal policies and procedures with respect to the storage and processing of information provided to us by our clients.

If you have additional questions about this incident, please call

Sincerely,

Katherine A. Jordan

Katherine A. Jordan
Vice President, Client Services

ProtectMyID ENROLLMENT STEPS AND INFORMATION

1. **ENSURE You Enroll By: July 31, 2012**
2. **Visit the ProtectMyID Web Site: w _____ or call . to enroll**
3. **PROVIDE Your Activation Code: 999999999**

Once your ProtectMyID membership is activated, your credit report will be monitored daily for 50 leading indicators of identity theft. You'll receive timely Surveillance Alerts™ from ProtectMyID on any key changes in your credit report, a change of address, or if an Internet Scan detects your information may have been found in an online forum where compromised credentials are traded or sold.

Your complimentary 12-month ProtectMyID membership includes:

- **Credit Report:** A free copy of your Experian credit report
- **Surveillance Alerts**
  - **Daily 3 Bureau Credit Monitoring:** Alerts you of suspicious activity including new inquiries, newly opened accounts, delinquencies, or medical collections found on your Experian, Equifax, and TransUnion credit reports
  - **Internet Scan:** Alerts you if your Social Security Number or Credit and/or Debit Card numbers are found on sites where compromised data is found, traded or sold.
  - **Change of Address:** Alerts you of any changes in your mailing address.
- **Identity Theft Resolution:** If you have been a victim of identity theft, you will be assigned a dedicated, U.S.-based Experian Identity Theft Resolution Agent who will walk you through the fraud resolution process, from start to finish.
- **Lost Wallet Protection:** If you ever misplace or have your wallet stolen, an agent will help you cancel your credit, debit and medical insurance cards.
- **$1 Million Identity Theft Insurance:** As a ProtectMyID member, you are immediately covered by a $1 Million insurance policy that can help you cover certain costs including, lost wages, private investigator fees, and unauthorized electronic fund transfers.

Once your enrollment in ProtectMyID is complete, you should carefully review your credit report for inaccurate or suspicious items. If you have any questions about ProtectMyID, need help understanding something on your credit report or suspect an item on your credit report may be fraudulent, please contact Experian's customer care team at

* Identity theft insurance is underwritten by insurance company subsidiaries or affiliates of Chartis, Inc. The description herein is a summary and intended for informational purposes only and does not include all terms, conditions and exclusions of the policies described. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.

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